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CASELOAD MANAGEMENT TOOL STEP BY STEP PROCESS

1. Every regional deputy and managing attorney will receive a set of instructions explaining how to use the caseload management tool and an Excel spreadsheet used to track caseload.
2. This process may be assigned to another person who assigns and tracks cases by attorney for the office or region.
3. Caseload information will be reported to the central office on a monthly basis shortly after the end of each month.
4. The Excel spreadsheet will have 12 months for each attorney and a sum of the activity for the 12 month period at the bottom of each column.
5. To begin, any month that does not have “actual information” for case assignments will have 11 units in place of actual information. Therefore each attorney will begin with 132 units or case assignments (12 months times 11 units = 132).
6. This tool is monitoring case intake rather than open cases and there is no incentive to keep cases open.
7. A case is defined by the Labor Management Committee (LMC) as “a client in a single transaction.” In most cases a docket number is a case. Petitions to revoke based at least in part on a new crime are counted as one with the new crime.
8. In theory, no attorney can have more than 150 annual units (12 months times 12.5 units = 150 units). In theory, no attorney can take on more than 15 monthly units.

9. This tool is not a performance measure but simply a way to assess whether resources are being properly distributed and help assure that the agency is not exceeding ethical caseload limits.

10. The LMC agreed to value case units as follows:

- Felony = 1.00 units
- Misdemeanor = 0.50 units
- Petitions to revoke = 0.50 units
- Dependent and Neglect = 1.50 units (see note below)
- Guardianship = 0.50 units
- Fugitive = 0.25 units
- Civil Commitments = 1.50 units
- Juvenile = 0.75 units
- Post Conviction = 6.00 units
- Petitions for Certification – 12.5 units

Note: This number is based upon the cause number of the parent(s), not the number of children, and includes termination proceedings, so trial level preparation is necessary.

11. Actual monthly case units will replace the 11 unit place holder and become part of the calculation of total annual units.

12. This is a “rolling month” process so the most recent actual information replaces the old information and the total is recalculated.

13. Special circumstances:

- a. Warrants: If a case goes to warrant status, make no adjustments. Similarly, if a case comes back from warrant status to active, make no adjustments. (Generally, these cases will most likely return to the attorney’s caseload within the year.)
- b. Conflicts: If a case is conflicted out of the office after it has been assigned, subtract the appropriate case units from the attorney to whom it was assigned. (Management retains discretion to leave the case credit on the original attorney’s count if the case goes to conflict at a late stage after the attorney has worked the case for some time.) Adjustments should be made in the month in which the transfer takes place, regardless of when the appointment was made (because

spreadsheet focuses primarily on current workload it doesn't make sense to go back to previous months and make adjustments).

- c. Co-counsel: If an attorney is full co-counsel from day one, give that attorney a full credit. If the attorney is just a trial-only co-counsel, give the attorney nothing.
 - d. New hires: Backfill at 15 units per month until all cases that have been assigned are accounted for. Backfill to fill out the year with 11s. Fill the current month with 10 so there's room to assign a couple of new cases that month if necessary.
 - e. Mass transfers: When subtracting a large number of cases from an attorney, subtract 10 in the current month and backfill the rest by subtracting 10 per month until all subtractions are accounted for. When adding cases, see rule for new hires above.
 - f. Transfers between attorneys: When a case is transferred from one attorney to another, the case credit moves with the case (subtract from original attorney, add to the new attorney). This means attorneys in each office need to advise when they move cases around so the spreadsheet can be updated properly. Adjustments should be made in the month in which the transfer takes place, regardless of when the appointment was made (because the spreadsheet focuses primarily on current caseload it doesn't make sense to go back to previous months and make adjustments).
14. This tool will be reviewed periodically and weighting adjustments may be made by the Labor Management Committee.